

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

JAN 16 1937

PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM
IN THE NORTH CENTRAL REGION

State Educational Meetings.

There will be held at a central point in each State a two-day meeting for the purpose of presenting and explaining the provisions of, and the procedure to be followed in connection with, the 1937 Agricultural Conservation Program. This meeting will be attended by the State committee, State extension representatives, farmer fieldmen, representatives of the North Central Division, and such State office personnel as have been requested to attend by the chairman of the State committee.

District or County Educational Meetings.

Immediately following the State meeting, the State committee and extension representatives will arrange for a series of either district or county educational meetings. When district meetings are held, they should be attended by the county committee, the county agent, and such other employees of the county office as the chairman of the county committee may request.

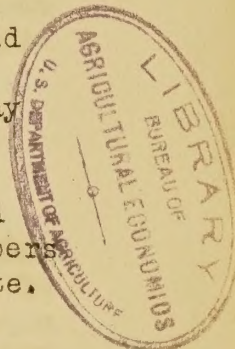
When county educational meetings are held, they should be attended by the county and community committeemen, the county agent, and such members of the county office as the chairman of the county committee may designate.

Community Educational and Election Meetings.

Immediately following the district or county educational meetings, the county committee and the county agent should arrange for and schedule a series of community educational and election meetings. One of these meetings should be held in each community. Meetings should be scheduled in such a manner that a county committeeman or the county agent will attend each community meeting. The place and date of the community meetings should be given full publicity. The chairman of the community committee for 1936 should act as chairman of the meeting.

All available educational material pertaining to the 1937 Agricultural Conservation Program should be distributed to those present and either the county committeeman or the county agent should present the 1937 Agricultural Conservation Program.

After a discussion of the provisions of the 1937 Agricultural Conservation Program, the election of community committeemen will be held. Instructions relative to the election of community committeemen are contained on page 3 under the heading "Election of Community Committeemen."



County Election Meeting and School of Instruction

Immediately following the completion of the community meetings, the 1936 county committee, in cooperation with the State committee, will hold a meeting of the 1937 community committeemen for the purpose of electing county officers and conducting a school of instruction. The president of the association should notify each 1937 community committeeman of the place and date of the county election meeting and school of instruction.

The president of the association for 1936 should call the county meeting to order. First, the county officers for 1937 should be elected by the board of directors. (See page 4, section headed "Election of County Committeemen and Officers of the County Association.")

After the election of the officers of the county association, the newly-elected president should act as chairman. A State representative should then conduct a school of instruction pertaining to the establishment of corn acreage limits (where applicable) and soil-depleting bases, appraisal of productivity, and such other matters as require discussion with the 1937 committeemen. Instructions for the establishment of bases and corn acreage limits, and appraisal of productivity, are contained in the following section.

Establishment of Preliminary Soil-Depleting Bases and Corn Acreage Limits and Appraisals of Productivity.

Following the school of instruction, the community committees will enter on the Listing Sheet (Form NCR-106) their preliminary recommendations of corn acreage limits (where applicable) and soil-depleting bases, and appraisals of productivity, for all farms for which a work sheet was executed under the 1936 Agricultural Conservation Program.

After the community committee's preliminary recommendations have been entered on the Listing Sheet, the county committee will review such preliminary recommendations. After the county committee has made any necessary revisions, notices of recommended preliminary corn acreage limits (where applicable) and soil-depleting bases should be mailed to the 1937 operator and 1937 owner of each farm in the county. Where any cotton and tobacco soil-depleting bases are recommended for any farms in the county, notice of such bases should also be mailed to the owners and operators of such farms. If any appeals are made, the county committee will review them and make the proper determination in connection therewith. Then the record of the action of the county committee on such appeals, and the listing sheets, should be forwarded to the State Agricultural Conservation Committee for analysis and review. Detailed instructions for preparing notices and handling appeals will be issued at a later date.

The farmer in the county participating in the 1937 Agricultural Conservation Program shall file a statement of intended performance in a manner prescribed by the State committee in cooperation with the North Central Division.

Election of Community Committeemen.

Eligibility to Vote.--Immediately following the presentation of the educational material for the 1937 Agricultural Conservation Program the applications for membership, forms NCR-102, should be distributed to those present for execution. Any person who, in connection with farming operations in 1937 on a farm located in the county, is entitled to receive all or a share of the crops produced thereon, or the proceeds thereof, shall be eligible for membership in the association. Any such eligible person may become a member of the association by executing a Form NCR-102. Each member of the association shall be entitled to one vote.

Any person who owns or operates farms in more than one community will be permitted to vote at only one community meeting. Voting by proxy will not be permitted.

The questions asked on Form NCR-102 should be answered by all persons who execute such form. After such forms have been completed and filed with the community committee, the election of community committeemen will be held.

Qualifications of Committeemen.--Persons elected as committeemen should be bona fide farmers who secure the major part of their incomes from farms which they own or operate within the county. They should be residents of the community electing them to membership on the community committee. No person who holds or becomes a candidate for a county, State, or Federal office regularly filled by an election held pursuant to State law, or who is an officer, manager, or employee of any political party or partisan organization shall be eligible to serve as committeeman. Only persons who are favorable to the general principles of the Agricultural Conservation Program should be elected to serve as committeemen.

Election of Chairman and Members of Community Committee.--Nomination for the office of community committee chairman shall be made by written ballot and the three persons receiving the highest total number of votes on such nominating ballot shall be declared nominated. A ballot should next be taken for the election of chairman, and if one of the three nominees receives more than one-half of all votes cast he shall be declared elected. In the event that no nominee receives more than one-half of all votes cast, a third ballot shall be taken on the two candidates receiving the highest total number of votes, and the person then receiving the majority of votes shall be declared elected. The acting chairman shall then turn the meeting over to the newly-elected chairman. The newly-elected chairman of the community committee shall be a member of the board of directors of the county association.

The procedure used for the nomination and election of the chairman shall also be followed in the nomination and election of the second member (who shall serve as vice-chairman), the third member, and an alternate member of the community committee. Communities covering an unusually large territory or affected by other special conditions may, upon recommendation by the State committee and approval by the Director of the North Central Division, elect not to exceed two additional members of the community committee.

Immediately following completion of the election of committeemen, there should be prepared three copies of the Minutes of the Community Election Meeting (NCR-104). The newly-elected chairman shall certify all three copies of this form and retain them for presentation at the county election meeting where he will represent the community as a member of the county association's board of directors.

Election Of County Committeemen And Officers
Of The County Association

At the meeting of the association directors held immediately following the community election meeting, the Articles of Association of County Agricultural Conservation Association should be read and adopted, and the order of business outlined in article VII should be followed. Duties of all officers and committeemen are set forth in article VI of the Articles of Association.

Nomination and election of county committeemen and officers of the county agricultural conservation association should follow the procedure prescribed for the election of community committeemen. If practicable, the board of directors should elect county committeemen who will provide fair representation for the various sections of the county, in order that varying agricultural interests and viewpoints may be represented.

President.--First, the board shall elect the president of the county association. The person elected shall preside at all meetings of the board of directors and also shall serve as chairman of the county committee. Such person should be familiar with agricultural conditions in the county, should have well-defined qualities of leadership, and should be able to devote a considerable portion of his time to the program.

Vice-President.--The vice-president should be elected next. The vice-president will serve as a regular member of the county committee and will serve, respectively, as acting chairman of the county committee and acting president of the county association in the temporary absence of the regular chairman and president, as the case may be. The vice-president should have the same general qualifications as the president.

Members of the County Committee.--Since the county committee will consist of one member in addition to the president and vice-president of the association, the board shall next elect the third member. Then an alternate member of the county committee shall be elected who will serve on the committee in the absence of any of the three regular members.

Secretary.--The board shall elect as secretary a person who has a general knowledge of farming practices and has business or secretarial ability. The person elected as secretary is not required to be a member of the association.

Treasurer.--The board shall elect as treasurer a person who is trustworthy and efficient, and, if practicable, a person who resides near the headquarters of the association. The person elected as treasurer is not required to be a member of the association.

The office of secretary and the office of treasurer should, where practicable, be combined into one office of secretary-treasurer. In no instance shall the county agricultural agent, assistant county agent, or emergency county agent be elected as treasurer or as secretary-treasurer.

Immediately after the election meeting of the board, all county committeemen and officers shall, upon acceptance of the offices to which they have been elected, assume the duties of such offices. However, the person elected as treasurer or secretary-treasurer shall not qualify for the office of treasurer until a bond, as prescribed by the Director of the North Central Division, has been filed and approved.

Transmittal of Organization Forms.--Immediately after the election meeting of the board of directors, the person elected as secretary of the association shall transmit to the State committee the following records:

1. Form NCR-104, Minutes of Community Election Meeting, two copies for each community.
2. Form NCR-105, Report of Election Meeting of Board of Directors, two copies.
3. Minutes of the Meeting of the Board of Directors taken by the secretary, two typewritten copies.
4. Form NCR-103, Articles of Association of County Agricultural Conservation Association, two copies.

Establishment of Bases.

Total Soil-Depleting Base.--The county committee will recommend for approval by the Secretary a total soil-depleting base for each farm, which shall represent an equitable total soil-depleting base as compared with the total soil-depleting bases recommended for similar farms in the same community and county. Where the total soil-depleting bases established for farms in 1936 are considered equitable as compared with the total soil-depleting bases for similar farms in the same community and county, the same relationship shall be maintained for 1937. In no event shall the total soil-depleting base for any farm be greater than the total number of acres of cropland on the farm. In establishing total soil-depleting bases in connection with the 1937 Agricultural Conservation Program, the following procedure should be followed:

If, because of insufficient information, errors in assigning the total soil-depleting bases, or other reasons, inequitable total soil-depleting bases were established on farms in 1936, such revisions should be made in such bases as will establish equity between the total soil-depleting bases on such farms and total soil-depleting bases on other similar farms in the same community and county.

When making such revisions, the county committee should consider the county ratio of soil-depleting crops to total cropland, size of farm, number of crop acres, type and productivity of soil, topography, and such other factors as in the judgment of the county committee should be given consideration. Upward as well as downward revisions should be made where necessary to secure equity.

If the farm in 1937 includes exactly the same land covered by two or more work sheets executed in 1936, the total soil-depleting base for the farm in 1937 shall be the sum of the individual bases as established in accordance with the procedure outlined above.

For all farms for which no soil-depleting bases were established under the 1936 Agricultural Conservation Program, or where the farm in 1937 has increased or decreased by an acreage not exactly covered by one or more 1936 work sheets, the county committee shall, after inspection, recommend for approval by the Secretary a total soil-depleting base for each such farm in 1937, using the methods outlined above.

The aggregate of the acreage of total soil-depleting bases established in a county for 1937 for farms for which bases were established in 1936, shall not exceed the county limit for such county.

Establishment of Corn Acreage Limits.--The county committee shall recommend a corn acreage limit for each farm in counties designated by the North Central Division. In recommending these limits, the county committee should consider the normal corn acreage and an acreage of corn which is in conformity with good farming practices for such farm, the county ratio of corn to cropland, productivity of soil, topography, and such other factors as the committee believe will assist them in recommending corn acreage limits which will represent equity between the farms in the community and county. The aggregate of the corn acreage limits established in a county shall not exceed the official county corn acreage limit.

Establishment of Cotton Soil-Depleting Bases.--Cotton soil-depleting bases will be recommended for 1937 by county committees taking into consideration bases established for the respective farms in 1936, and other factors, such as topography and type of soil, which have a bearing on the equity of bases as between individual farms.

The total of the cotton soil-depleting bases established in the county in 1937 shall not exceed the county cotton soil-depleting base limit established for the 1936 program.

Establishment of Tobacco Soil-Depleting Bases.--A soil-depleting base for Burley, Eastern Ohio Export, dark-air-cured, and cigar leaf tobacco may be recommended by the county committee for each farm for which such a tobacco base or bases were, or could have been, established in 1936. Detailed instructions for establishment of tobacco soil-depleting bases will be issued at a later date.

INSTRUCTIONS FOR LISTING DATA AND ADJUSTING BASES IN COUNTIES
IN WHICH SPECIAL SOIL DEPLETING BASES WILL BE ESTABLISHED.

General Instructions

The data for all farms for which work sheets were executed under the 1936 Agricultural Conservation Program, to be used for the 1937 Agricultural Conservation Program, will be listed in the county office on the listing sheet, Form NCR-106. The clerical assistants will list the data indicated for columns 3, 4, 5, 6, 7, 8, 11, 15, 22, 23, 24, 29, 30, and 34 during the time community educational and election meetings are being held. Data for columns 22, 23, and 24 will be listed only for counties for which a corn acreage limit will be established.

Before listing data, assemble for each farm Forms NCR-1 and, when available, NCR-10 and NCR-11. In cases where Form NCR-11 has not been executed, the entries will be secured from Form NCR-1.

Enter at the top of the listing sheet the name of the minor civil division, county, State, clerical assistant's name, and the minor civil division sheet number.

In minor civil divisions where more than one listing sheet will be required, the first line of the second and all succeeding listing sheets will be left blank.

Listing Data from Forms NCR-1, NCR-10, and NCR-11.

Columns 13, 14, 18, 19, 20, 21, 27, 28, 33, 37, 38, and 39. These columns will be used by the State committee.

Columns 1, 2, 9, 10, 12, 16, 17, 25, 26, 31, 32, 35, and 36. No entries will be made at this time.

Column 3. Enter the 1936 work sheet number, which is obtained from the upper right-hand corner of NCR-11.

Column 4. Enter the name of the 1936 operator, which is obtained from Item 2, NCR-11.

Column 5. Enter the name of the record title owner or owners, which is obtained from line 2, section I, NCR-10.

Column 6. Enter the number of acres of farm land, which is obtained from item 26, table 1, NCR-1.

Column 7. Enter the number of acres of cropland in 1936, which is obtained from item 28, column (c), table 1, NCR-11. In cases where an NCR-11 has not been executed for the land covered by an NCR-1, obtain the reported total acreage of cropland in 1935 by adding items 13, 14, 15, 16, 17, 18, 19, 20, and 24 of column (b), table 1, NCR-1.

Column 8. Enter the number of acres in the total soil-depleting base, which is obtained from item 6, table 2, NCR-11, and which was approved for the 1936 Agricultural Conservation Program.

Column 15. Enter the productivity index, which is obtained from item 5, table 2, NCR-11, and which was approved for the 1936 Agricultural Conservation Program.

Column 22. Enter the reported 1935 corn acreage, which is obtained from item 1, table 1, NCR-1.

Columns 23 and 24. In counties in which corn acreage limits are to be established, enter the number of acres of corn planted in 1935 and 1936, which may be obtained from item 1, table 1, NCR-11. In cases where an NCR-11 was not executed, leave column 23 blank and enter "N.M." in column 24, indicating that such farm was not measured in 1936.

Enter in the blank space provided above columns 29 to 39 the words "Cotton", "Burley tobacco," "dark air-cured tobacco" or "cigar leaf tobacco," as the case may be.

Column 29. Enter the number of acres of the specified type of tobacco, or the number of acres of cotton, planted in 1936, which data may be obtained from item 13 or item 14, column (c), table 1 of NCR-11. In cases where an NCR-11 was not executed in 1936, no entry will be made in column 29.

Column 30. Enter the number of acres of the specified type of tobacco, or the number of acres of the cotton, soil-depleting base established in 1936, which data may be obtained from item 1 or 2, table 2, NCR-11. In cases where an NCR-11 was not executed in 1936, obtain this entry from item 2, 3, or 4, column (f) table III, NCR-1.

Column 34. Enter the tobacco or cotton yield per acre which is obtained from item 1 or 2, table 2, NCR-11. In cases where an NCR-11 was not executed in 1936, this item will be obtained from item 3, 4, or 5, column (g), table III, NCR-1.

In cases where data cannot be secured from the sources indicated, they will be obtained from NCR-1.

Column 11. Derive the entry for column 11 by subtracting the entry in column 30 from the entry in column 8. If neither a tobacco nor cotton soil-depleting base was established for a farm in 1936, the entry in column 11 will be the same as the entry in column 8.

After the clerical assistants have completed the listing of the data for all work sheets executed under the 1936 Agricultural Conservation Program, obtain the totals of columns 8 and 30. If more than one listing sheet is used in any one minor civil division, add the first sheet and transfer the totals of sheet number 1 to the blank line at the top of sheet number 2 before adding sheet number 2. Follow the same

procedure for all succeeding sheets in each minor civil division, transferring the cumulative totals from the bottom of each sheet to the top of each succeeding sheet. By using this method the totals on the last sheet will be the totals for the minor civil division.

Adjusting Bases and Productivity.

After the clerical assistants have obtained the totals of columns 8 and 30 for all minor civil divisions, and the county limits for 1937 soil-depleting bases and corn acreage have been transmitted to the county office by the State committee, the county committee should establish minor civil division acreage limits for soil-depleting bases and for corn. The State committee may assist the county committees in establishing such limits.

After the county committee has established minor civil division acreage limits, the community committeemen should be called to the county office to make their recommendations in columns 9, 16, 25, and 31.

After the community committees' recommendations have been entered in columns 9, 16, 25, and 31, the clerical assistant will obtain the total of column 31 for each minor civil division.

Prepare a county summary on Form NCR-107. Enter in column 1 the name of each minor civil division. All columns on the listing sheet and all columns on the county summary should be re-added to insure accuracy. The transfer of all items from NCR-106 to NCR-107 should be carefully checked.

Enter in the blank spaces in the box headings of columns 21, 22, and 24 on the county summary sheet, the name of the soil-depleting base shown in the box heading of columns 29-39 of the listing sheet. Transfer the minor civil division totals of columns 30 and 31, of the listing sheet, to columns 21 and 22 of the county summary.

Obtain county totals of columns 21 and 22 of the county summary to determine whether the sum of the community committees' recommendations for such special base is within the county acreage limit. If the total of column 22 of the county summary exceeds the county total of column 21, a revision of the community committees' recommendations in column 31 of the listing sheet is necessary. Any necessary revision should be made by the county committee and recorded in column 32 of the listing sheet.

Obtain the minor civil division totals of column 32 of the listing sheet and record such totals on the listing sheet and also record such totals in column 24 of the county summary. The total of column 24 of the county summary shall not exceed the county limit.

After the county committee has made any necessary revisions in the community committees' recommended special soil-depleting bases and recorded

such revisions in column 32 of the listing sheet, the clerical assistant will derive the entries in column 10 of the listing sheet by subtracting each entry in column 32 from the corresponding entry in column 9.

Draw a red circle around each entry in column 10 of the listing sheet which is less than 20, and also draw a red circle around each corresponding entry in column 11. A red circle will be drawn around the corresponding entry in column 11 even though the entry in column 11 is 20 or more.

Obtain the minor civil division totals of the entries in column 10 which have not been encircled and record such minor civil division totals on the listing sheet and also record such minor civil division totals in column 2 of the county summary.

Obtain the minor civil division totals of the entries in column 10 which have been encircled and record and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 2a of the county summary.

Obtain the minor civil division totals of the entries in column 11 of the listing sheet which have not been encircled and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 3 of the county summary.

Obtain the minor civil division totals of the entries in column 11 of the listing sheet which have been encircled and record and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 4 of the county summary.

Obtain the minor civil division totals of all entries in column 11 of the listing sheet and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 5 of the county summary. The sum of the entries in columns 3 and 4 must equal the corresponding entry in column 5 of the county summary.

Obtain the entry for column 6 of the county summary by dividing each entry in column 3 by the corresponding entry in column 5. Such computations should be carried to 4 decimal places and rounded to 3 decimal places.

Enter in column 7 of the county summary the county committee's recommended minor civil division acreage limit for general soil-depleting bases for all farms.

Multiply each entry in column 7 of the county summary by the corresponding entry in column 6 to derive the entry for column 8, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the derived general soil-depleting base in column 10 of the listing sheet is 20 acres or more.

Subtract each entry in column 8 of the county summary from the corresponding entry in column 7 to derive the entry for column 8a, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 10 of the listing sheet is less than 20 acres.

Obtain the entries in column 9 of the county summary by subtracting each entry in column 8 from the corresponding entry in column 2. The entry in column 9 of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have not been encircled in column 10 of the listing sheet. The county committee will make the necessary adjustments in the entries which have not been encircled in column 10 of the listing sheet and record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the entries for column 9a of the county summary by subtracting each entry in column 8a from the corresponding entry in column 2a. The entry in column 9a of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have been encircled in column 10 of the listing sheet. The county committee will make the necessary adjustments in the entries which have been encircled in column 10 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the minor civil division totals of the entries in column 12 of the listing sheet and record such minor civil division totals on the listing sheet and also record such minor civil division totals in column 10 of the county summary.

Obtain the county total of the entries in column 10 of the county summary. Such county total shall not exceed the county total of column 7 of the county summary.

The county committee should review the community committee's recommendations in column 16 of the listing sheet to determine whether such recommendations are equitable. If, in the opinion of the county committee the recommendations in column 16 are equitable, they should write in column 17 of the listing sheet the words "same as column 16." If the recommendations in column 16 are not equitable, the county committee should enter their recommendations in column 17 for all farms.

INSTRUCTIONS FOR LISTING DATA AND ADJUSTING BASES
IN COUNTIES IN WHICH NO SPECIAL SOIL-DEPLETING
BASES WILL BE ESTABLISHED

General Instructions

The data for all farms for which work sheets were executed under the 1936 Agricultural Conservation Program, to be used for the 1937 Agricultural Conservation Program, will be listed in the county office on the listing sheet, Form NCR-106. The clerical assistants will list the data indicated for columns 3, 4, 5, 6, 7, 8, 15, 22, 23, and 24 during the time community educational and election meetings are being held. Data for columns 22, 23, and 24 will be listed only for counties for which a corn acreage limit will be established.

Before listing preliminary data, assemble for each farm Forms NCR-1 and, when available, NCR-10 and NCR-11. In cases where Form NCR-11 has not been executed, the entries will be secured from Form NCR-1.

Enter at the top of the listing sheet the name of the minor civil division, county, State, and clerical assistant, and the minor civil division sheet number.

In minor civil divisions where more than one listing sheet will be required, the first line of the second and all succeeding listing sheets will be left blank.

Listing Data from Forms NCR-1, NCR-10, and NCR-11

Columns 10, 11, 13, 14, 18, 19, 20, 21, 27, and 28. These columns will be used by the State Committee.

Columns 1, 2, 9, 12, 16, 17, 25, and 26. No entries will be made at this time.

Column 3. Enter the 1936 work sheet number which is obtained from the upper right-hand corner of NCR-11.

Column 4. Enter the name of the 1936 operator which is obtained from item 2, NCR-11.

Column 5. Enter the names of the record title owner or owners, which are obtained from line 2, Section I, NCR-10.

Column 6. Enter the number of acres of farm land which is obtained from item 26, table I, NCR-1.

Column 7. Enter the number of acres of cropland in 1936, which is obtained from item 28, column (c), table I, NCR-11. In cases where

an NCR-11 has not been executed for the land covered by an NCR-1, obtain the reported total acreage of cropland in 1935 by adding items 13, 14, 15, 16, 17, 18, 19, 20, and 24, of column (b), table I, NCR-1.

Column 8. Enter the number of acres in the total soil-depleting base, which is obtained from item 6, table 2, NCR-11, and which was approved for the 1936 Agricultural Conservation Program.

Column 15. Enter the productivity index, which is obtained from item 5, table 2, NCR-11, and which was approved for the 1936 Agricultural Conservation Program.

Column 22. Enter the reported 1935 corn acreage, which is obtained from item 1, table 1, NCR-1.

Columns 23 and 24. In counties for which corn acreage limits are to be established, enter the number of acres of corn planted in 1935 and 1936, which data will be obtained from item 1, table 1, NCR-11. In cases where an NCR-11 was not executed, leave column 23 blank and enter "N.M." in column 24, indicating that such farm was not measured in 1936.

In cases where data cannot be secured from the sources indicated, they will be obtained from NCR-1.

After the clerical assistants have completed the listing of the data for all work sheets executed under the 1936 Agricultural Conservation Program, obtain the total of column 8. If more than one listing sheet is used in any one minor civil division, add the first sheet, and transfer the total of sheet number 1 to the blank line at the top of sheet number 2, before adding sheet number 2. Follow the same procedure for all succeeding sheets for each minor civil division, transferring the cumulative total from the bottom of each sheet to the top of each succeeding sheet. By using this method, the total on the last sheet will be the total for the minor civil division.

Adjusting Bases and Productivity

After the clerical assistants have obtained the total of column 8 for all minor civil divisions, and the county limits for 1937 soil-depleting bases and corn acreage have been transmitted to the county office by the State committee, the county committee should establish minor civil division acreage limits for soil-depleting bases and for corn. The State committee may assist the county committees in establishing such limits.

After the county committee has established minor civil division acreage limits, the community committeemen should be called to the county office to make their recommendations in columns 9, 16, and 25.

Prepare a county summary on Form NCR-107. Enter in column 1 the name of each minor civil division. All columns on the listing sheet

and all columns on the county summary should be re-added to insure accuracy. The transfer of all items from NCR-106 to NCR-107 should be carefully checked.

After the community committees' recommendations have been entered in columns 9, 16, and 25, the clerical assistants will draw a red circle around each entry in column 9 of the listing sheet which is less than 20, and also draw a red circle around each corresponding entry in column 8. A red circle will be drawn around the corresponding entry in column 8, even though the entry in column 8 is 20 or more.

Obtain the minor civil division totals of the entries in column 9 which have not been encircled and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 2 of the county summary.

Obtain the minor civil division totals of the entries in column 9 which have been encircled and record and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 2a of the county summary.

Obtain the minor civil division totals of the entries in column 8 of the listing sheet which have not been encircled and record such minor civil division totals on the listing sheets, and also record such minor civil division totals in column 3 of the county summary.

Obtain the minor civil division totals of the entries in column 8 of the listing sheet which have been encircled and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 4 of the county summary.

Obtain the minor civil division totals of all entries in column 8 of the listing sheet and record such minor civil division totals on the listing sheet and also record such minor civil division totals in column 5 of the county summary. The sum of the entries in columns 3 and 4 must equal the corresponding entry in column 5 of the county summary.

Obtain the entry for column 6 of the county summary by dividing each entry in column 3 by the corresponding entry in column 5. Such computation should be carried to four decimal places and rounded to three decimal places.

Enter in column 7 of the county summary, the county committee's recommended minor civil division acreage limit for general soil-depleting bases for all farms.

Multiply each entry in column 7 of the county summary by the corresponding entry in column 6 to derive the entry for column 8, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 9 of the listing sheet is 20 acres or more.

Subtract each entry in column 8 of the county summary from the corresponding entry in column 7 to derive the entry for column 8a, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 9 of the listing sheet is less than 20 acres.

Obtain the entries for column 9 of the county summary by subtracting each entry in column 8 from the corresponding entry in column 2. The entry in column 9 of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have not been encircled in column 9 of the listing sheet. The county committee will make the necessary adjustments in the entries which have not been encircled in column 9 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the entries for column 9a of the county summary by subtracting each entry in column 8a from the corresponding entry in column 2a. The entry in column 9a of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have been encircled in column 9 of the listing sheet. The county committee will make the necessary adjustments in the entries which have been encircled in column 9 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the minor civil division totals of the entries in column 12 of the listing sheet and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 10 of the county summary.

Obtain the county total of the entries in column 10 of the county summary. Such county total shall not exceed the county total of column 7 on the county summary.

The county committee should review the community committee's recommendations in column 16 of the listing sheet to determine whether such recommendations are equitable. If, in the opinion of the county committee, the recommendations in column 16 are equitable, they should write in column 17 of the listing sheet the words "same as column 16." If the recommendations in column 16 are not equitable, the county committee should enter their recommendations in column 17 for all farms.

MAR 18 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

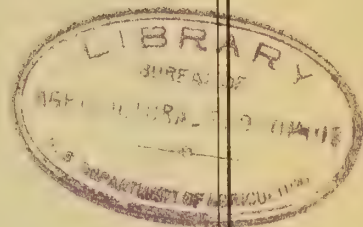
PROCEDURE FOR THE
1937 AGRICULTURAL CONSERVATION
PROGRAM
IN THE
NORTH CENTRAL REGION

ISSUED FEBRUARY 27, 1937

FOR USE BY COMMITTEEMEN



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1937



CONTENTS

	Page
Procedure for the 1937 Agricultural Conservation Program in the North Central Region:	
State educational meetings.....	1
District or county educational meetings.....	1
Community educational and election meetings.....	1
County election meeting and school of instruction.....	1
Establishment of preliminary soil-depleting bases and corn limits and appraisals of productivity.....	2
Association and community boundaries.....	2
Election of community committeemen.....	2
Election of county committeemen and officers of the county association.....	4
Establishment of bases.....	5
Instructions for listing data and adjusting bases in counties in which no special soil-depleting bases will be established:	
General instructions.....	7
Listing data from forms NCR-1, NCR-10, and NCR-11.....	7
Adjusting bases and productivity.....	8
Instructions for listing data and adjusting bases in counties in which special soil-depleting bases will be established:	
General instructions.....	10
Listing data from forms NCR-1, NCR-10, and NCR-11.....	10
Adjusting bases and productivity.....	12
Instructions for executing work sheets, listing work-sheet data, and recommending soil-depleting bases for farms for which work sheets were not executed in 1936.....	14
Listing data for new farms.....	15
Instructions for executing work sheets, listing data, and establishing bases on farms in 1937 which were parts of a single farm as operated in 1936 and as originally listed on form NCR-106.....	16
Procedure for the 1937 Agricultural Conservation Program in the range areas of the North Central Region:	
District educational meetings.....	18
Community educational and election meetings.....	19
Election and qualifications of committeemen.....	19
Election of county committeemen.....	20
Range inspectors.....	20

PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

STATE EDUCATIONAL MEETINGS

There will be held in each State a two-day meeting for the purpose of presenting and explaining the provisions of and the procedure to be followed in connection with the 1937 Agricultural Conservation Program. This meeting will be attended by the State committee, State extension representatives, farmer fieldmen, representatives of the North Central Division, and such State office personnel as are requested to attend by the chairman of the State committee.

DISTRICT OR COUNTY EDUCATIONAL MEETINGS

Immediately following the State meeting, the State committee and extension representatives will arrange for a series of either district or county educational meetings. When district meetings are held, they should be attended by the county committee, the county agent, and such other employes of the county office as the chairman of the county committee may request. When county educational meetings are held, they should be attended by the county and community committeemen, the county agent, and such members of the county office as the chairman of the county committee may designate.

COMMUNITY EDUCATIONAL AND ELECTION MEETINGS

Immediately following the district or county educational meetings, the county committee and the county agent should arrange for and schedule a series of community educational and election meetings. One of these meetings should be held in each community. Meetings should be scheduled in such a manner that a county committeeman or the county agent will attend each community meeting. The place and date of the community meetings should be given full publicity. The chairman of the community committee for 1936 should act as chairman of the meeting.

All available educational material pertaining to the 1937 program should be distributed to those present and either the county committeeman or the county agent should present the 1937 program.

After a discussion of the provisions of the 1937 program, the election of community committeemen will be held. Instructions relative to the election of community committeemen are contained herein under the heading "Election of Community Committeemen."

COUNTY ELECTION MEETING AND SCHOOL OF INSTRUCTION

Immediately following the completion of the community meetings, the 1936 county committee, in cooperation with the State committee, will hold a meeting of the 1937 community committeemen for the purpose of electing county officers and conducting a school of in-

struction. The president of the association should notify each 1937 community committeeman of the place and date of the county election meeting and school of instruction.

The president of the association for 1936 should call the county meeting to order. First, the county officers for 1937 should be elected by the board of directors. (See provisions headed "Election of County Committeemen and Officers of the County Association.")

After the election of the officers of the county association, the newly elected president should act as chairman. A State representative should then conduct a school of instruction pertaining to the establishment of corn limits (where applicable) and soil-depleting bases, appraisal of productivity, and such other matters as require discussion with the 1937 committeemen.

ESTABLISHMENT OF PRELIMINARY SOIL-DEPLETING BASES AND CORN LIMITS AND APPRAISALS OF PRODUCTIVITY

Following the school of instruction, the community committees will enter on the Listing Sheet (form NCR-106) their preliminary recommendations of corn limits (where applicable) and soil-depleting bases, and appraisals of productivity, for all farms for which a work sheet was executed under the 1936 program.

The preliminary listing on form NCR-106 will be for farms for which work sheets were executed and for which soil-depleting bases were established in 1936. The method of executing and listing work sheets for farms for which work sheets were not executed in 1936, and the method of establishing bases for such farms are described on page 14. The method of establishing bases for a farm which was covered by one work sheet in 1936 but which will be two or more farms, or parts of two or more farms in 1937, is set forth on page 16.

After the community committee's preliminary recommendations have been entered on the listing sheet, the county committee will review such preliminary recommendations.

ASSOCIATION AND COMMUNITY BOUNDARIES

In most instances the county boundaries will determine the boundaries of an association. However, upon approval in advance by the State committee and the Director of the North Central Division, a county may have two associations or two or more counties may have one association.

Community boundaries shall be determined upon the basis of minor civil divisions except as otherwise approved by the State committee. A community may comprise several minor civil divisions, and in counties where unusual geographical conditions or other special conditions obtain, the entire county may be considered as one community, provided authorization for consolidation is obtained from the State committee.

ELECTION OF COMMUNITY COMMITTEEMEN

Eligibility to Vote.—Immediately following the presentation of the educational material for the 1937 program, the applications for membership, forms NCR-102, should be distributed to those present

for execution. Any person who, in connection with farming operations in 1937 on a farm located in the county, is entitled to receive all or a share of the crops produced thereon, or the proceeds thereof, shall be eligible for membership in the association. Any such eligible person may become a member of the association by executing a form NCR-102. Each member of the association shall be entitled to one vote.

Any person who owns or operates farms in more than one community will be permitted to vote at only one community meeting, and must vote in a community in which he owns or operates a farm. Voting by proxy will not be permitted.

The questions asked on form NCR-102 should be answered by all persons who execute such form. After such forms have been completed and filed with the community committee, the election of community committeemen will be held.

Qualifications of Committeemen.—Persons elected as committeemen should be bona-fide farmers who secure the major part of their incomes from farms which they own or operate within the county. They shall be residents of the community electing them to membership on the community committee. No person who holds or becomes a candidate for a county, State, or Federal office, regularly filled by an election held pursuant to State law, or who is an officer, manager, or employee of any political party or partisan organization, shall be eligible to serve as committeeman, or as secretary, treasurer, or secretary-treasurer of an association. Only persons who are favorable to the general principles of the agricultural conservation program should be elected to serve as committeemen.

Election of Chairman and Members of Community Committee.—Nomination for the office of community committee chairman shall be made by written ballot and the three persons receiving the highest total number of votes on such nominating ballot shall be declared nominated. A ballot should next be taken for the election of chairman, and if one of the three nominees receives more than one-half of all votes cast he shall be declared elected. In the event that no nominee receives more than one-half of all votes cast, a third ballot shall be taken on the two candidates receiving the highest total number of votes, and the person then receiving the majority of votes shall be declared elected. The acting chairman shall then turn the meeting over to the newly elected chairman. The newly elected chairman of the community committee shall be a member of the board of directors of the county association.

The procedure used for the nomination and election of the chairman shall also be followed in the nomination and election of the second member (who shall serve as vice chairman), the third member, and an alternate member of the community committee. Communities covering an unusually large territory or affected by other special conditions may, upon recommendation by the State committee and approval by the Director of the North Central Division, elect not to exceed two additional members of the community committee.

Immediately following completion of the election of committeemen, there should be prepared three copies of the Minutes of the Community Election Meeting (NCR-104). The newly elected chairman shall certify all three copies of this form and retain them for pre-

sentation at the county election meeting where he will represent the community as a member of the county association's board of directors.

ELECTION OF COUNTY COMMITTEEMEN AND OFFICERS OF THE COUNTY ASSOCIATION

At the meeting of the association directors held immediately following the community election meeting, the Articles of Association, As Amended, of County Agricultural Conservation Association should be read and adopted, and the order of business outlined in article VII should be followed. Duties of all officers and committeemen are set forth in Article VI of the Articles of Association.

Nomination and election of county committeemen and officers of the county agricultural conservation association should follow the procedure prescribed for the election of community committeemen. If practicable, the board of directors should elect county committeemen who will provide fair representation for the various sections of the county, in order that varying agricultural interests and viewpoints may be represented.

President.—First, the board shall elect the president of the county association. The person elected shall preside at all meetings of the board of directors and also shall serve as chairman of the county committee. Such person should be familiar with agricultural conditions in the county, should have well-defined qualities of leadership, and should be able to devote a considerable portion of his time to the program.

Vice President.—The vice president, who should have the same general qualifications as the president, will be elected next. The vice president will serve as a regular member of the county committee and will serve, respectively, as acting chairman of the county committee and acting president of the county association in the absence of the regular chairman and president, as the case may be.

Members of the County Committee.—Since the county committee will consist of one member in addition to the president and vice president of the association, the board shall next elect the third member. Then an alternate member of the county committee shall be elected who will serve on the committee in the absence of any of the three regular members.

Secretary.—The board shall elect, or may authorize the county committee to select, as secretary a person who has a general knowledge of farming practices and who has business or secretarial ability. The person elected as secretary is not required to be a member of the association.

Treasurer.—The board shall elect, or may authorize the county committee to select, as treasurer a person who is trustworthy and efficient, and if practicable, a person who resides near the headquarters of the association. The person elected as treasurer is not required to be a member of the association.

The office of secretary and the office of treasurer should, where practicable, be combined into one office of secretary-treasurer. In no instance shall the county agricultural agent, assistant county agent, emergency county agent, or any employee of any county agent be elected or selected as treasurer or a secretary-treasurer.

Immediately after the election meeting of the board, all county committeemen and officers shall, upon acceptance of the offices to which they have been elected, assume the duties of such offices. However, the person elected as treasurer or secretary-treasurer shall not qualify for the office of treasurer until a bond, as prescribed by the Director of the North Central Division, has been filed and approved.

Transmittal of Organization Forms.—Immediately after the election meeting of the board of directors, the person elected as secretary of the association shall transmit to the State committee the following records:

1. Form NCR-104, Minutes of Community Election Meeting, two copies for each community.
2. Form NCR-105, Report of Election Meeting of Board of Directors, two copies.
3. Minutes of the meeting of the board of directors taken by the secretary, two typewritten copies.
4. Form NCR-2, revised, Articles of Association, As Amended, of County Agricultural Conservation Association, two copies.

ESTABLISHMENT OF BASES

Total Soil-Depleting Bases.—The county committee shall recommend for approval by the secretary a total soil-depleting base for each farm. Such total soil-depleting base shall be the total soil-depleting base which was or could have been established for such farm under the 1936 Agricultural Conservation Program subject to change in classification of land in 1937 from that in 1936 and subject to such revisions and adjustments as will result in a total soil-depleting base for such farm which is comparable to the total soil-depleting bases for farms in the same community which are similar with respect to size, type of soil, topography, production facilities, degree of erosion, ratio of soil-depleting crops in 1935 and 1936 to cropland, type of farming, and farming practices. In no event shall the total soil-depleting base for any farm be greater than the total number of acres of cropland on the farm less the acreage in orchards. In establishing total soil-depleting bases in connection with the 1937 program, the following procedure should be followed:

If the farm in 1937 includes exactly the same land covered by two or more work sheets executed in 1936, the total soil-depleting base for the farm in 1937 shall be the sum of the individual bases established for such land in 1936 unless revisions are made in accordance with the procedure set forth in the preceding paragraph.

The aggregate of the individual total soil-depleting bases established for all farms in a county for 1937 shall not exceed the county limit for such county established by the Agricultural Adjustment Administration.

Establishment of Corn Limits.—The county committee shall recommend a corn limit for each farm in counties located in Area "A." Such corn limit for any farm shall be based on the ratio of corn planted in 1935 and 1936 to cropland, type of soil, topography, degree of erosion, size and productivity. The corn limit established for any farm shall be comparable to the corn limits established for similar farms in the same community. The aggregate of the individual corn

limits established for all farms in a county shall not exceed the county corn limit established by the Agricultural Adjustment Administration.

Establishment of Cotton Soil-Depleting Bases.—The county committee shall establish a cotton soil-depleting base for each farm in 1937 equal to the base which was or could have been established for such farm under the 1936 program subject to such adjustments as will result in a cotton soil-depleting base for the farm which is comparable to the cotton soil-depleting bases for other farms in the same community similar with respect to size, type of soil, topography, production facilities, degree of erosion, type of farming, and farming practices.

For farms on which cotton was grown in 1936 for the first time since 1933, the county committee shall establish a cotton soil-depleting base on the basis of the acreage planted to cotton in 1936 subject to necessary adjustments based on land measurements made in connection with the 1936 Agricultural Conservation Program and such further adjustments as will result in a cotton soil-depleting base for the farm which is comparable with the cotton soil-depleting bases for farms in the same community similar with respect to size, type of soil, topography, production facilities, degree of erosion, type of farming, and farming practices.

The total of the cotton soil-depleting bases established in the county in 1937 shall not exceed the county cotton limit established by the Agricultural Adjustment Administration.

Establishment of Tobacco Soil-Depleting Bases.—The county committee may establish as a part of the total soil-depleting base for any farm a Burley, dark air-cured, or cigar-leaf tobacco soil-depleting base. If a soil-depleting base for any specified type of tobacco is to be established for any farm the county committee shall first establish a preliminary soil-depleting base for such type of tobacco for such farm. The preliminary soil-depleting base for any farm for any specified type of tobacco shall be based upon the soil-depleting base established for such farm for such type of tobacco under the 1936 Agricultural Conservation Program, the acreage of such type of tobacco grown on such farm in 1935 and 1936, the acreage of such type of tobacco grown on and the soil-depleting bases established for such type of tobacco for other farms in the same community similar with respect to size, type of soil, topography, production facilities, and farming practices.

If the acreage planted to any specified type of tobacco in 1937 on any farm is less than 50 percent of the preliminary soil-depleting base established for such farm such type of tobacco, the soil-depleting base for such farm for such type of tobacco shall be adjusted downward by the county committee so that the soil-depleting base established for such farm for such type of tobacco does not exceed an acreage equal to twice the acreage of such type of tobacco planted on such farm in 1937.

For the purpose of the 1937 Agricultural Conservation Program in the North Central Region, Eastern Ohio Export tobacco shall be regarded as Burley tobacco.

The sum of the individual preliminary soil-depleting bases established for any specified type of tobacco for all farms in a county shall not exceed the county tobacco limit for such specified type of tobacco established by the Agricultural Adjustment Administration.

INSTRUCTIONS FOR LISTING DATA AND ADJUSTING BASES IN COUNTIES IN WHICH NO SPECIAL SOIL-DEPLETING BASES WILL BE ESTABLISHED

GENERAL INSTRUCTIONS

The data to be used in the 1937 program, for all farms for which work sheets were executed under the 1936 program, will be listed in the county office on the listing sheets, form NCR-106. The clerical assistants will list the data indicated for columns 3, 4, 5, 6, 7, 8, 15, 22, 23, and 24 during the time community educational and election meetings are being held. Data for columns 22, 23, and 24 will be listed only for counties for which a corn limit will be established.

Before listing preliminary data, assemble for each farm, forms NCR-1 and, when available, NCR-10 and NCR-11. In cases where form NCR-11 has not been executed, the entries will be secured from form NCR-1.

Enter at the top of the listing sheet the name of the minor civil division, county and State, the clerical assistant's name, and the minor civil division sheet number.

In minor civil divisions where more than one listing sheet will be required, the first line of the second and all succeeding listing sheets will be left blank.

LISTING DATA FROM FORMS NCR-1, NCR-10, AND NCR-11

Columns 10, 11, 13, 14, 18, 19, 20, 21, 27, and 28.—These columns will be used by the State committee.

Columns 1, 2, 9, 12, 16, 17, 25, and 26.—No entries will be made at this time.

Column 3.—Enter the 1936 work sheet number which is obtained from the upper right-hand corner of NCR-11, or if NCR-11 was not executed, from the upper right-hand corner of NCR-1.

Column 4.—Enter the name of the 1936 operator, which is obtained from item 2, NCR-11, or if NCR-11 was not executed, from NCR-1.

Column 5.—Enter the names of the record title owner or owners, which are obtained from line 2, section I, NCR-10, or if NCR-10 was not executed, from NCR-1.

Column 6.—Enter the number of acres of farm land, which is obtained from item 26, table I, NCR-1.

Column 7.—Enter the number of acres of cropland in 1936, which is obtained from item 28, column (c), table I, NCR-11. In cases where an NCR-11 has not been executed for the land covered by an NCR-1, obtain the reported total acreage of cropland in 1935 by adding items 13, 14, 15, 16, 17, 18, 19, 20, and 24, of column (b), table I, NCR-1.

Column 8.—Enter the number of acres in the total soil-depleting base, which is obtained from item 6, table II, NCR-11, and which was approved for the 1936 program. If NCR-11 was not executed obtain this entry from item 1, table II, NCR-1.

Column 15.—Enter the productivity index, which is obtained from item 5, table II, NCR-11, and which was approved for the 1936 pro-

gram. In cases where NCR-11 has not been executed and where the approved productivity index was not entered on NCR-1, the county committee should request the State committee to furnish the productivity index to be entered.

Column 22.—Enter the reported 1935 corn acreage, which is obtained from item 1, table I, NCR-1.

Columns 23 and 24.—In counties for which corn acreage limits are to be established, enter the number of acres of corn planted in 1935 and 1936, which data will be obtained from item 1, table I, NCR-11. In cases where an NCR-11 was not executed, whether corn limits are to be established in the county or not, leave column 23 blank and enter "N. M." in column 24, thus indicating that such farm was not measured in 1936.

After the clerical assistants have completed the listing of the data for all work sheets executed under the 1936 program, obtain the total of column 8. If more than one listing sheet is used in any one minor civil division, add the first sheet, and transfer the total of sheet number 1 to the blank line at the top of sheet number 2, before adding sheet number 2. Follow the same procedure for all succeeding sheets for each minor civil division, transferring the cumulative total from the bottom of each sheet to the top of each succeeding sheet. By using this method, the total on the last sheet will be the total for the minor civil division.

ADJUSTING BASES AND PRODUCTIVITY

After the clerical assistants have obtained the total of column 8 for all minor civil divisions, and the county limits for 1937 soil-depleting bases and corn acreage have been transmitted to the county office by the State committee, the county committee should establish minor civil division acreage limits for soil-depleting bases and for corn, taking into consideration available census data. The State committee may assist the county committees in establishing such limits.

After the county committee has established minor civil division acreage limits, the community committeemen should be called to the county office to make their recommendations in columns 9, 16, and 25.

Prepare a county summary on form NCR-107. Enter in column 1 the name of each minor civil division. All columns on the listing sheet and all columns on the county summary should be re-added to insure accuracy. The transfer of all items from NCR-106 to NCR-107 should be carefully checked.

After the community committees' recommendations have been entered in columns 9, 16, and 25, the clerical assistants will draw a red circle around each entry in column 9 of the listing sheet which is less than 20, and also draw a red circle around each corresponding entry in column 8. A red circle will be drawn around the corresponding entry in column 8, even though the entry in column 8 is 20 or more.

Obtain the minor civil division totals of the entries in column 9 which have not been encircled and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 2 of the county summary.

Obtain the minor civil division totals of the entries in column 9 which have been encircled and record and encircle such minor civil

division totals on the listing sheet, and also record such minor civil division totals in column 3 of the county summary.

Obtain the minor civil division totals of the entries in column 8 of the listing sheet which have not been encircled and record such minor civil division totals on the listing sheets, and also record such minor civil division totals in column 4 of the county summary.

Obtain the minor civil division totals of the entries in column 8 of the listing sheet which have been encircled and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 5 of the county summary.

Obtain the minor civil division totals of all entries in column 8 of the listing sheet and record such minor civil division totals on the listing sheet and also record such minor civil division totals in column 6 of the county summary. The sum of the entries in columns 4 and 5 must equal the corresponding entry in column 6 of the county summary.

Obtain the entry for column 7 of the county summary by dividing each entry in column 4 by the corresponding entry in column 6. Such computation should be carried to four decimal places and rounded to three decimal places.

Enter in column 8 of the county summary, the county committee's recommended minor civil division acreage limit for general soil-depleting bases for all farms.

Multiply each entry in column 8 of the county summary by the corresponding entry in column 7 to derive the entry for column 9, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 9 of the listing sheet is 20 acres or more.

Subtract each entry in column 9 of the county summary from the corresponding entry in column 8 to derive the entry for column 10. The entry in column 10 is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 9 of the listing sheet is less than 20 acres.

Obtain the entries for column 11 of the county summary by subtracting each entry in column 9 from the corresponding entry in column 2. The entry in column 11 of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have not been encircled in column 9 of the listing sheet. The county committee will make the necessary adjustments in the entries which have not been encircled in column 9 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the entries for column 12 of the county summary by subtracting each entry in column 10 from the corresponding entry in column 3. The entry in column 12 of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have been encircled in column 9 of the listing sheet. The county committee will make the necessary adjustments in the entries which have been encircled in column 9 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the minor civil division totals of the entries in column 12 of the listing sheet and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 13 of the county summary.

Obtain the county total of the entries in column 13 of the county summary. Such county total shall not exceed the county total of column 8 on the county summary.

The county committee should review the community committee's recommendations in column 16 of the listing sheet to determine whether such recommendations are comparable with the recommendations for similar farms in the same community. If, in the opinion of the county committee, the recommendations in column 16 are comparable, they should write in column 17 of the listing sheet the words "same as column 16." If the recommendations in column 16 are not comparable, the county committee should enter its recommendations in column 17 for all farms.

INSTRUCTIONS FOR LISTING DATA AND ADJUSTING BASES IN COUNTIES IN WHICH SPECIAL SOIL-DEPLETING BASES WILL BE ESTABLISHED

GENERAL INSTRUCTIONS

The data to be used for the 1937 program for all farms for which work sheets were executed under the 1936 program, will be listed in the county office on the listing sheet, form NCR-106. The clerical assistants will list the data indicated for columns 3, 4, 5, 6, 7, 8, 11, 15, 22, 23, 24, 29, 30, and 34 during the time community educational and election meetings are being held. Data for columns 22, 23, and 24 will be listed only for counties for which a corn-acreage limit will be established.

Before listing data, assemble for each farm, forms NCR-1 and, when available, NCR-10, and NCR-11. In cases where form NCR-11 has not been executed, the entries will be secured from form NCR-1.

Enter at the top of the listing sheet the name of the minor civil division, county and State, the clerical assistant's name, and the minor civil division sheet number.

In minor civil divisions where more than one listing sheet will be required, the first line of the second and all succeeding listing sheets will be left blank.

LISTING DATA FROM FORMS NCR-1, NCR-10, AND NCR-11

Columns 13, 14, 18, 19, 20, 21, 27, 28, 33, 37, 38, and 39.—These columns will be used by the State committee.

Columns 1, 2, 9, 10, 12, 16, 17, 25, 26, 31, 32, 35, and 36.—No entries will be made at this time.

Column 3.—Enter the 1936 work sheet number, which is obtained from the upper right-hand corner of NCR-11, or if NCR-11 was not executed, from the upper right-hand corner of NCR-1.

Column 4.—Enter the name of the 1936 operator, which is obtained from item 2, NCR-11, or if NCR-11 was not executed, from NCR-1.

Column 5.—Enter the name of the record title owner or owners, which is obtained from line 2, section I, NCR-10, or if NCR-10 was not executed, from NCR-1.

Column 6.—Enter the number of acres of farm land, which is obtained from item 26, table I, NCR-1.

Column 7.—Enter the number of acres of cropland in 1936, which is obtained from item 28, column (c), table I, NCR-11. In cases where an NCR-11 has not been executed for the land covered by an NCR-1, obtain the reported total acreage of cropland in 1935 by adding items 13, 14, 15, 16, 17, 18, 19, 20, and 24 of column (b), table I, NCR-1.

Column 8.—Enter the number of acres in the total soil-depleting base, which is obtained from item 6, table II, NCR-11, and which was approved for the 1936 program. If NCR-11 was not executed, obtain this entry from item 1, table III, NCR-1.

Column 15.—Enter the productivity index, which is obtained from item 5, table II, NCR-11, and which was approved for the 1936 program. In cases where NCR-11 has not been executed and where the approved productivity index was not entered on NCR-1, the county committee should request the State committee to furnish the productivity index to be entered.

Column 22.—Enter the reported 1935 corn acreage, which is obtained from item 1, table I, NCR-1.

Columns 23 and 24.—In counties in which corn limits are to be established, enter the number of acres of corn planted in 1935 and 1936, which data may be obtained from item 1, table I, NCR-11. In cases where an NCR-11 was not executed, whether corn limits are to be established in the county or not, leave column 23 blank and enter "N. M." in column 24, thus indicating that such farm was not measured in 1936.

Enter in the blank space provided above columns 29 to 39 the words "Cotton", "Burley tobacco", "dark air-cured tobacco", or "Cigar-leaf tobacco", as the case may be. If soil-depleting bases are to be established in a county for more than one of these crops, use columns 29 to 39, on as many additional forms NCR-106 as are necessary.

Column 29.—Enter the number of acres of the specified type of tobacco, or the number of acres of cotton, planted in 1936, which data may be obtained from item 13 or item 14, column (c), table I, of NCR-11. In cases where an NCR-11 was not executed in 1936, no entry will be made in column 29.

Column 30.—Enter the number of acres of the specified type of tobacco, or the number of acres of the cotton soil-depleting base established in 1936, which data may be obtained from item 1 or 2, table II, NCR-11. In cases where an NCR-11 was not executed in 1936, obtain this entry from item 3, 4, or 5, column (f), table III, NCR-1.

Column 34.—Enter the tobacco or cotton yield per acre, which is obtained from item 1 or 2, table II, NCR-11. In cases where an NCR-11 was not executed in 1936, this item will be obtained from item 3, 4, or 5, column (g), table III, NCR-1.

Column 11.—Derive the entry for column 11 by subtracting the entry in column 30 (or the sums of the entries in column 30 if more than one soil-depleting base other than the general base is being established) from the entry in column 8. If neither a tobacco nor cotton

soil-depleting base was established for a farm in 1936, the entry in column 11 will be the same as the entry in column 8.

After the clerical assistants have completed the listing of the data for all work sheets executed under the 1936 program, obtain the totals of columns 8 and 30. If more than one listing sheet is used in any one minor civil division, add the first sheet and transfer the totals of sheet number 1 to the blank line at the top of sheet number 2 before adding sheet number 2. Follow the same procedure for all succeeding sheets in each minor civil division, transferring the cumulative totals from the bottom of each sheet to the top of each succeeding sheet. By using this method the totals on the last sheet will be the totals for the minor civil division.

ADJUSTING BASES AND PRODUCTIVITY

After the clerical assistants have obtained the totals of columns 8 and 30 for all minor civil divisions, and the county limits for 1937 soil-depleting bases and corn acreage have been transmitted to the county office by the State committee, the county committee should establish minor civil division acreage limits for soil-depleting bases and for corn, taking into consideration available census data. The State committee may assist the county committees in establishing such limits.

After the county committee has established minor civil division acreage limits, the community committeemen should be called to the county office to make their recommendations in columns 9, 16, 25, 31, and 35.

After the community committees' recommendations have been entered in columns 9, 16, 25, 31, and 35, the clerical assistant will obtain the total of column 31 for each minor civil division.

Prepare a county summary on form NCR-107. Enter in column 1 the name of each minor civil division. All columns on the listing sheet (NCR-106) and all columns on the county summary (NCR-107) should be readded to insure accuracy. The transfer of all items from NCR-106 to NCR-107 should be carefully checked.

Enter in the blank spaces in the box headings of columns 19, 20, and 22 on the county summary sheet, the name of the soil-depleting base shown in the box heading of columns 29-39 of the listing sheet. Transfer the minor civil division totals of columns 30 and 31 of the listing sheet to columns 19 and 20 of the county summary.

Obtain county totals of the columns 19 and 20 of the county summary to determine whether the sum of the community committees' recommendations for such special base is within the county acreage limit. If the total of column 20 of the county summary exceeds the county total of column 19, a revision of the community committees' recommendations in column 31 of the listing sheet is necessary. Any necessary revision should be made by the county committee and recorded in column 32 of the listing sheet.

Obtain the minor civil division totals of column 32 of the listing sheet and record such totals on the listing sheet, and also record such totals in column 22 of the county summary. The total of column 22 of the county summary shall not exceed the county limit.

After the county committee has made any necessary revisions in the community committees' recommended special soil-depleting bases

and recorded such revisions in column 32 of the listing sheet, the clerical assistant will derive the entries in column 10 of the listing sheet by subtracting each entry in column 32 from the corresponding entry in column 9.

Draw a red circle around each entry in column 10 of the listing sheet which is less than 20, and also draw a red circle around each corresponding entry in column 11. A red circle will be drawn around the corresponding entry in column 11 even though the entry in column 11 is 20 or more.

Obtain the minor civil division totals of the entries in column 10 which have not been encircled and record such minor civil division totals on the listing sheet and also record such minor civil division totals in column 2 of the county summary.

Obtain the minor civil division totals of the entries in column 10 which have been encircled and record and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 3 of the county summary.

Obtain the minor civil division totals of the entries in column 11 of the listing sheet which have not been encircled and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 4 of the county summary.

Obtain the minor civil division totals of the entries in column 11 of the listing sheet which have been encircled and record and encircle such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 5 of the county summary.

Obtain the minor civil division totals of all entries in column 11 of the listing sheet and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 6 of the county summary. The sum of the entries in columns 4 and 5 must equal the corresponding entry in column 6 of the county summary.

Obtain the entry for column 7 of the county summary by dividing each entry in column 4 by the corresponding entry in column 6. Such computations should be carried to 4 decimal places and rounded to 3 decimal places.

Enter in column 8 of the county summary, the county committee's recommended minor civil division acreage limit for general soil-depleting bases for all farms.

Multiply each entry in column 8 of the county summary by the corresponding entry in column 7 to derive the entry for column 9, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the derived general soil-depleting base in column 10 of the listing sheet is 20 acres or more.

Subtract each entry in column 9 of the county summary from the corresponding entry in column 8 to derive the entry for column 10, which is the county committee's minor civil division acreage limit for general soil-depleting bases for farms for which the general soil-depleting base in column 10 of the listing sheet is less than 20 acres.

Obtain the entries in column 11 of the county summary by subtracting each entry in column 9 from the corresponding entry in column 2. The entry in column 11 of the county summary indicates

the amount of adjustment necessary by minor civil divisions for the entries which have not been encircled in column 10 of the listing sheet. The county committee will make the necessary adjustments in the entries which have not been encircled in column 10 of the listing sheet and record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the entries for column 12 of the county summary by subtracting each entry in column 10 from the corresponding entry in column 3. The entry in column 12 of the county summary indicates the amount of adjustment necessary by minor civil divisions for the entries which have been encircled in column 10 of the listing sheet. The county committee will make the necessary adjustments in the entries which have been encircled in column 10 of the listing sheet and will record such revised general soil-depleting bases in column 12 of the listing sheet.

Obtain the minor civil division totals of the entries in column 12 of the listing sheet and record such minor civil division totals on the listing sheet, and also record such minor civil division totals in column 13 of the county summary.

Obtain the county total of the entries in column 13 of the county summary. Such county total shall not exceed the county total of column 8 of the county summary.

The county committee should review the community committee's recommendations in columns 16 and 35 of the listing sheet to determine whether such recommendations are comparable with the recommendations for similar farms in the same community. If in the opinion of the county committee the recommendations in column 16 are comparable, they should write in column 17 of the listing sheet the words "same as column 16." If the recommendations in column 16 are not comparable, the county committee should enter their recommendations in column 17 for all farms. The same procedure should be followed in reviewing the community committees' recommendations in column 35.

INSTRUCTIONS FOR EXECUTING WORK SHEETS, LISTING WORK-SHEET DATA, AND RECOMMENDING SOIL-DEPLETING BASES FOR FARMS FOR WHICH WORK SHEETS WERE NOT EXECUTED IN 1936

There will be instances where an operator or landlord whose farm or part of a farm was not covered by a work sheet executed in 1936, may desire to participate in the 1937 program. In such cases it will be necessary to execute a work sheet for each new farm or part of a farm. The work sheet, form NCR-1, used in the 1936 program, will be used for recording the data for new farms.

When form NCR-1 is used the following corrections are to be made:

Delete the words "1936 Soil Conservation Program" and insert the words "1937 Agricultural Conservation Program."

Delete the year "1936" wherever it appears on NCR-1 and insert the year "1937."

Delete the words "harvested in 1935" in column (b), table I, section III, and insert the words "planted in 1936."

Enter the work-sheet data for crops planted and other use of land for 1936, in items 1 to 25, inclusive, following the general procedure outlined in NCR-5 used in connection with the 1936 program. Assign numbers to such work sheets beginning with the number 8001. After the data for individual crops have been secured, the community committee shall make their preliminary recommendation of total soil-depleting bases and special soil-depleting bases (if any) in table III. The community committee shall also enter their preliminary recommended yield for the special soil-depleting base (if any) in item 3, column (c), table III; and the preliminary recommended productivity index for the general soil-depleting base for the farm in item 6, column (c), table III. The community committee's preliminary recommended corn-acreage limit for the farm should be entered in the blank space to the right of the words "Special Conditions". The work sheets should then be returned to the county office for listing.

LISTING DATA FOR NEW FARMS

A regular listing sheet, form NCR-106, will be used for listing the data for new farms but it will be necessary to make the following corrections:

Write the words "Supplemental listing sheet—new farms" at the top of the page.

Enter the name of the minor civil division and county, the clerical assistant's name, and the minor civil division sheet number.

Columns 4, 8, 13, 14, 18, 19, 20, 21, 22, 23, 27, 28, 30, 33, 34, 37, 38, and 39.—These columns will be used by the State committee.

Columns 1, 10, 11, 12, 15, 17, 26, 32, and 36.—No entries will be made at this time.

Column 2.—Enter the name of the 1937 operator, which is obtained from line 1, section I, NCR-1.

Column 3.—Enter the work-sheet number shown in the upper right-hand corner of NCR-1.

Column 5.—Enter the name of the record title owner, or owners, which is obtained from line 2, section I, NCR-1.

Column 6.—Enter the number of acres of farm land, which is obtained from item 26, column (b), table I, section III, NCR-1.

Column 7.—Enter the number of acres of cropland in 1936, which is obtained by adding items, 13, 14, 15, 16, 17, 18, 19, 20, and 24 of column (b), table I, section III, NCR-1.

Column 9.—Enter the community committee's recommended total soil-depleting base which is obtained from item 1, table III, section III, NCR-1.

Column 16.—Enter the community committee's recommended productivity index which is obtained from item 6, column (c), table III, section III, NCR-1.

Column 24.—Enter the number of acres of corn planted in 1936, which is obtained from item 1, table I, section III, NCR-1.

Column 25.—Enter the community committee's recommended corn-acreage limit (if any) which is obtained from the entry on NCR-1 opposite the words "Special Conditions."

Enter in the blank space provided above columns 29 to 39, the words "cotton," "Burley tobacco," "dark air-cured tobacco," or "cigar-leaf tobacco", as the case may be.

Column 29.—Enter the number of acres of the specified type of tobacco or the number of acres of cotton, planted in 1936, which data are obtained from items 9, 10, 11, or 12, column (b), table I, section III, NCR-1.

Column 31.—Enter the community committee's recommended tobacco or cotton soil-depleting base which is obtained from item 3, column (b), table III, section III, NCR-1.

Column 35.—Enter the community committee's recommended tobacco or cotton yield per acre which is obtained from item 3, column (c), table III, section III, NCR-1.

After the clerical assistants have completed the listing of the data on the 1937 work sheets, the county committee should make any necessary revisions in the community committee's recommended corn-acreage limits and special soil-depleting bases, and record such revisions in columns 26 and 32.

Column 10.—Derive the entry for column 10 by subtracting the entry in column 32 from the entry in column 9. If neither a tobacco nor cotton soil-depleting base is established for the farm in 1937, the entry in column 10 will be the same as the entry in column 9.

Column 12.—Enter the county committee's recommendation of the general soil-depleting base in column 12.

The county committee should review the community committee's recommendations in columns 16 and 35 of the listing sheet to determine whether such recommendations are comparable with the recommendations for similar farms in the same community. If in the opinion of the county committee the recommendations in column 16 are comparable, it should write in column 17 the words "same as column 16." If the recommendations in column 16 are not comparable, the county committee should enter its recommendations in column 17. The same procedure should be followed in reviewing the community committee's recommendations in column 35.

INSTRUCTIONS FOR EXECUTING WORK SHEETS, LISTING DATA, AND ESTABLISHING BASES ON FARMS IN 1937 WHICH WERE PARTS OF A SINGLE FARM AS OPERATED IN 1936 AND AS ORIGINALLY LISTED ON FORM NCR-106

After the establishment of 1937 bases on land covered by work sheets in 1936, and their approval by the State committee, it will be necessary to determine the bases on separate parts of 1936 farms which are operated as separate farms in 1937, or as parts of 1937 farms. Whenever such changed operations occur the interested owner or operator should notify the county committee and request a determination of bases for the several parts of such 1936 farm.

Upon receipt of such request the county committee will request a community committeeman to execute a work sheet for each of the separate parts of the 1936 farm. The work sheet used will be NCR-1 corrected as for "new farms" according to the instructions given above. Such work sheets shall be given the 1936 work sheet number

followed by a letter beginning with "a" and continued alphabetically for the several work sheets executed for such 1936 farm.

The clerical assistant will then prepare a form NCR-106 for the listing of such changed farms by writing across the top of the listing sheet "Supplementary Listing Sheet Changed Farms."

If necessary enter in the blank space provided above columns 29 to 39 the words "cotton", "Burley tobacco", "dark air-cured tobacco" or "cigar-leaf tobacco", as the case may be.

The data for the 1936 farm involved is then listed on form NCR-106 by transferring the data for such farm from columns 3, 4, 5, 7, 13, 14, 19, 20, 24, 27, 33, 38, and 39 as listed on form NCR-106 and approved by the State committee, to the corresponding columns on the "Supplementary Listing Sheet Changed Farms."

On the next following lines, list the data from the work sheets executed for the several parts of the 1936 farm, as follows:

Column 2.—Enter the name of the 1937 operator, which is obtained from line 1, section 1, NCR-1.

Column 3.—Enter the work-sheet number shown in the upper right-hand corner of NCR-1.

Column 5.—Enter the name of the record title owner, or owners, which is obtained from line 2, section I, NCR-1.

Column 6.—Enter the number of acres of farm land, which is obtained from item 26, column (b), table I, section III, NCR-1.

Column 7.—Enter the number of acres of cropland in 1936, which is obtained by adding items 13, 14, 15, 16, 17, 18, 19, 20, and 24 of column (b), table I, section III, NCR-1.

Column 9.—Enter the community committee's recommended total soil-depleting base which is obtained from item 1, table III, section III, NCR-1.

Column 16.—Enter the community committee's recommended productivity index which is obtained from item 6, column (c), table III, section III, NCR-1.

Column 24.—Enter the number of acres of corn planted in 1936, which is obtained from item 1, table I, section III, NCR-1.

Column 25.—Enter the community committee's recommended corn-acreage limit (if any) which is obtained from the entry on NCR-1 opposite the words "Special Conditions."

Column 29.—Enter the number of acres of the specified type of tobacco or the number of acres of cotton planted in 1936, which data are obtained from items 9, 10, 11, or 12, column (b), table I, section III, NCR-1.

Column 31.—Enter the community committee's recommended tobacco or cotton soil-depleting base which is obtained from item 3, column (b), table III, section III, NCR-1.

Column 35.—Enter the community committee's recommended tobacco or cotton yield per acre which is obtained from item 3, column (c), table III, section III, NCR-1.

After listing the two or more 1937 work sheets covering the several parts of the 1936 farm, on successive lines, as directed above, on the next line total the entries in columns 6, 7, 9, 24, 25, and 31 for the two or more 1937 work sheets.

Column 31.—The county committee will review the community committee's recommendations of special soil-depleting bases for land covered by the 1937 work sheets entered in column 31. If the total

of such entries exceeds the entries in column 33 for the 1936 farm, the county committee will adjust the entries in column 31 and enter its recommendations in column 32 so that the total of such entries in column 32 will not exceed the entries in column 33 for the 1936 farm.

Column 10.—Derive the entries for column 10 for the two or more 1937 work sheets covering the several parts of the 1936 farm as indicated in the column head. Obtain the total of the entries in column 10 for the 1937 work sheets covering the several parts of the 1936 farm. If the total of the entries in column 10 exceeds the entry in column 13 for the 1936 farm, the county committee will adjust the entries in column 10 and enter such adjusted entries in column 12 so that the total of the entries in column 12 will not exceed the entry in column 13 for the 1936 farm.

Column 17.—The county committee will review the community committee's recommendations in column 16 and enter its revised recommendations in column 17.

Column 25.—The total of the entries in column 25 for the two or more 1937 work sheets covering the several parts of the 1936 farm must not exceed the entry in column 27 for such 1936 farm. If such total exceeds the entry in column 27 for the 1936 farm, the county committee will revise the entries in column 25 and enter its revisions in column 26 so that the total of such revised entries does not exceed the entry in column 27.

Column 36.—The county committee will review the community committee's recommendations in column 35 and enter its revised recommendations in column 36.

When the establishment of bases for the several parts of the 1936 farm is complete, skip one line on the listing sheet and proceed as above in case of additional 1936 farms which are operated as separate farms, or as parts of separate farms in 1937.

When such farm has been listed on the "Supplementary Listing Sheet Changed Farms" a line should be drawn through the data for this farm as originally listed on form NCR-106.

The work sheets executed for the several parts of such farm should then be filed.

If in 1937 a farm does not include the same farm land as it included in 1936 the soil-depleting bases for such farm in 1937 shall be the sum of the soil-depleting bases established for the part or parts of the farms in 1936 which are included in such farm in 1937 subject to such adjustments as are hereinbefore provided

PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM IN THE RANGE AREAS OF THE NORTH CENTRAL REGION

DISTRICT EDUCATIONAL MEETINGS

The State committee and extension representatives will arrange for a series of district meetings, to be held at accessible locations throughout the range area. The place and date of these meetings should be given full publicity, and ranchers in each area for which a meeting is held, as well as county committeeman, county agents, and such other persons as the State committee may designate shall be invited to attend.

COMMUNITY EDUCATIONAL AND ELECTION MEETINGS

Immediately following the district educational meetings the ranchers attending the district meeting from each county, in cooperation with the county agent and the county agricultural conservation committee for that county, and members of the State committee attending the regional conference, should schedule a series of community educational and election meetings in each county in the range area. A sufficient number of community meetings should be arranged so that each rancher in the range area may attend a community educational and election meeting within a reasonable distance from his ranch. A meeting should be held at an accessible point in each community within the county. However, if it is not practicable to adhere to community boundaries in arranging these educational and election meetings, the county may, upon approval by the State committee, be divided on some other basis.

The ranchers attending the community educational and election meeting should elect a temporary chairman of the meeting from among those present. The educational material pertaining to the 1937 Agricultural Conservation Program in the range areas of the North Central Region should then be presented by those in attendance who attended the district educational meeting.

Forms NCR-102 should then be distributed to those present for execution. Any person who in connection with ranching operations in 1937, on a ranch located in the county, is entitled to receive all or a share of the livestock, or the proceeds thereof, shall be eligible to vote in the community election. Any such eligible person may become a member of the association by executing a form, NCR-102. If such person has executed form NCR-102 in connection with the 1937 program in its application to farm land, he need not execute another such form, but is eligible to vote in the election of a representative of the ranchers to the community committee if a part of his income is obtained from ranching operations. Any person who owns or operates ranches in more than one community will be permitted to vote in only one community and must vote in a community in which he owns or operates a ranch. Voting by proxy will not be permitted.

ELECTION AND QUALIFICATIONS OF COMMITTEEMEN

After forms NCR-102 have been executed, an election should be held for the purpose of electing a rancher to serve as a fourth member of the community committee. The person thus elected as committeeman shall be a bona-fide rancher who secures all or the major part of his income from a ranch which he owns or operates in the county. He should be a resident of the community from which he is elected. No person who holds or becomes a candidate for a county, State, or Federal office regularly filled by an election held pursuant to State law, or who is an officer, manager, or employee of any political party or partisan organization shall be eligible to serve as committeeman or as secretary, treasurer, or secretary-treasurer of an association. Only persons who are favorable to the general principles of the agricultural conservation program should be elected to serve as committeeman.

Nomination for the office of community committeeman shall be made by written ballot and the three persons receiving the highest total number of votes shall on such nominating ballot be nominated. A ballot should next be taken for the election of committeeman, and if one of the three nominees receives more than one-half of all votes cast, he shall be declared elected. In the event that no nominee receives more than one-half of all votes cast, a third ballot should be taken on the two candidates receiving the highest total number of votes, and the person then receiving the majority of votes shall be declared elected. The acting chairman shall then turn the meeting over to the newly elected committeeman. An alternate community committeeman should next be elected in accordance with the same procedure.

ELECTION OF COUNTY COMMITTEEMEN

Immediately following the community educational and election meetings the newly elected community committeemen should meet at the county office and elect from among themselves a fourth county committeeman to serve as a member of the county agricultural conservation committee. The election of the county committeeman should be in accordance with the procedure outlined for the election of community committeemen. The community committeemen should then proceed to elect an alternate county committeeman in the same manner. The range county committeeman shall be a member of the board of directors of the county agricultural conservation association, and the alternate shall serve as such member in the absence of the regular member. The persons elected as county committeeman and alternate county committeeman should be familiar with range conditions throughout the entire county. They should have well-defined qualities of leadership, and be able to devote a considerable portion of their time to the program.

RANGE INSPECTORS

The rancher elected to membership on the county committee shall recommend to the county committee the names of those persons in his county who are best qualified to serve as community range inspectors. The persons so designated should be thoroughly familiar with local ranching practices, the topography of their respective communities, the relative grazing capacity of ranches in the community, and should be able to devote a part of their time to the administration of the program throughout the year. It is not necessary that the persons so designated be community committeemen. From the list of persons recommended by the range member of the county committee, the county committee shall designate the ranchers in each community who will serve as range inspectors.

Immediately following the designation of the ranchers in the county who are to serve as range inspectors, the county committee shall arrange for a training school at which inspectors shall be instructed in establishing grazing capacity for the ranches in their respective communities. These educational meetings should be scheduled so that a representative of the State committee and a

qualified representative of the Forest Service may be present to instruct the range inspectors. The grazing capacities established for the ranching unit in the county shall be so adjusted that in the aggregate they do not exceed the grazing capacity established for the county by the Agricultural Adjustment Administration.

After the grazing capacity has been established for each ranching unit in the county and any necessary adjustments have been made, the county committee shall mail to the operator of each ranching unit in the county a notice with respect to the grazing capacity established for such ranching unit. The form on which such notice shall be given will be furnished the county committee by the State office. Such a notice shall include the following information:

- (1) The number of acres in the ranching unit for which the grazing capacity was established;
- (2) The grazing capacity for such ranching unit;
- (3) The meaning of the term "grazing capacity";
- (4) The grazing capacity for the ranching unit in terms of the number of animals such ranching unit will carry during the 5-month grazing season; and
- (5) The range-building allowance for such ranching unit, together with a statement as to the specified practices which may be followed in earning such allowance; and such other information as, in the judgment of the State committee, should be furnished the ranch operator when he is notified of the grazing capacity for his ranching unit.

Issued May 3, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

JUN 7

1937

1.42
N757

PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM
IN THE NORTH CENTRAL REGION

For Use by Committeemen

I. TRANSMITTING LISTING SHEETS AND COUNTY SUMMARIES TO
THE STATE OFFICE

Listing sheets should be transmitted to the State office from the county office not later than 10 days after the closing date for the filing of appeals on soil-depleting bases and corn limits recommended by the county committee. Since farmers were to have been notified of their soil-depleting bases and corn limits before planting time, the work in the county office with respect to the listing sheets and county summaries should be completed. Therefore, county committees should forward listing sheets and county summaries immediately to the State office. Counties in which 10 days have not elapsed since the closing date for the filing of appeals, should forward listing sheets and county summaries to the State office at the expiration of this 10-day limit.

County committees should forward to the State office, in accordance with these instructions, only the regular listing sheets and the "Supplementary Listing Sheet, New Farms." The "Supplementary Listing Sheet, Changed Farms" should not be forwarded to the State office at that time, since such listing sheet contains a listing of 1936 farms, which are divided for 1937, and also because changes may occur throughout the year on additional farms. The "Supplementary Listing Sheet, Combinations" also should not be forwarded to the State office at that time, since such listing sheet contains a listing of 1936 farms, or farms for which work sheets were not executed in 1936, which will be combined differently in 1937. All of such combinations will not be discovered until completion of determination of performance in the fall of 1937.

The approved soil-depleting bases, corn limits, and productivity indexes for the new farms listed on the "Supplementary Listing Sheet, New Farms" will be entered in ink in the appropriate columns of the listing sheets in the State office, and such listing sheets returned to the county office to remain there until the fall of 1937. Data for any additional new farms should be listed on the same set of listing sheets. The "Supplementary Listing Sheet, New Farms" and the "Supplementary Listing Sheet, Changed Farms" and "Supplementary Listing Sheets,

Combinations" finally will be transmitted to the State office in the fall of 1937 after the determination of performance is completed. Applications for payment for farms listed on such listing sheets cannot be audited in the State office until such listing sheets are received and approved.

II. CORRECTION FOR RECOMMENDING SOIL-DEPLETING BASES AND CORN LIMITS FOR PARTS OF FARMS

The first sentence of the next to the last paragraph on page 16 of NCR-108 which reads, "After the Establishment of 1937 bases on land covered by -----." is amended to read as follows: "After the county committee has recommended soil-depleting bases and corn limits for farms covered by 1936 work sheets, the county committee will recommend soil-depleting bases and corn limits for parts of 1936 farms which will be operated as separate farms in 1937, or as parts of 1937 farms."

III. INSTRUCTIONS FOR LISTING DATA FOR COMBINATIONS OF FARMS OR COMBINATIONS OF PARTS OF FARMS OR COMBINATIONS OF FARMS AND PARTS OF FARMS.

The clerical assistant will prepare a listing sheet for the listing of data for 1937 farms which are combinations of farms, combinations of parts of farms, and combinations of farms and parts of farms, by writing across the top of a listing sheet the words "Supplementary Listing Sheet, Combinations."

If necessary enter in the blank space provided above columns 29 to 39 the words "Cotton", "Burley Tobacco", "Dark Air-Cured Tobacco", or "Cigar Leaf Tobacco", as the case may be.

The data for the farms which are to be combined in 1937, or the data for the parts of farms which are to be combined in 1937, or the data for farms and parts of farms which are to be combined in 1937, will be transferred from columns 3, 4, 5, 6, 7, 12, 17, 26, 32, and 36 of the listing sheet, upon which the data for such farms or parts of farms appear, to the corresponding columns on the "Supplementary Listing Sheet, Combinations." Such data will be transferred from the regular listing sheet if an entire 1936 farm is involved; from the "Supplementary Listing Sheet, New Farms" if a farm for which a 1936 work sheet was not executed is involved; and from the "Supplementary Listing Sheet, Changed Farms" if part of a 1936 farm or part of a farm for which a work sheet was not executed in 1936 is involved. When the data for columns 13, 14, 20, 27, 33, and 39 become available they should also be transferred. List the data with one color for the farms or parts of farms which are being combined, on as many separate lines of the listing sheet as there are farms or parts of farms being combined into one farm. List with a different color, the combined data for the 1937 farm on the next line. The data for the 1937 farm will be the sum of the data for

the several farms or parts of farms which are being combined. Skip one line before listing the data for other farms or parts of farms which are being combined. Also list on the "Supplementary Listing Sheet, Combinations" parts of 1936 farms which are listed on the "Supplementary Listing Sheet, Changed Farms" but are considered as farms for 1937.

Enter in column 2 for the 1937 farms the name of the 1937 operator and enter in column 1 the 1937 work sheet number determined in accordance with the instructions for assigning work sheet numbers.

IV. ASSIGNMENT OF 1937 WORK SHEET NUMBERS

The purposes of work sheet numbers are (1) to provide a means of identifying data on applications for payment with data appearing on the listing sheet, and (2) to assist the county committee in establishing a county office filing record.

After soil-depleting bases, corn limits, and productivities on the regular listing sheets have been approved by the State Committee, the 1937 work sheet numbers should be assigned in column 1 of the county office copy and State office copy of the regular listing sheet. The system of numbering will be similar to the 1936 system of work sheet numbering. Beginning with number 1001 at the top of the first sheet for each minor civil division, assign consecutive numbers to the work sheets listed on the regular listing sheet in each minor civil division. Do not assign numbers to work sheets stricken from such listing sheets.

The procedure outlined in the first paragraph on page 15 of NCR-108 provides for numbering work sheets for farms for which work sheets were not executed in 1936 and such procedure provides for beginning with number 8001 and entering such work sheet number in column 3 of the listing sheet. In the fall of 1937 immediately preceding the time that the "Supplementary Listing Sheet, New Farms" is finally transmitted to the State office, assign 1937 work sheet numbers to all new work sheets listed for the first time in 1937. Beginning with number 1501 for each minor civil division, assign consecutive numbers to the new work sheets listed in each minor civil division. Do not assign 1937 work sheet numbers to work sheets stricken from such listing sheets.

The procedure outlined in the last sentence on page 16 of NCR-108 contains a provision for numbering work sheets for changed farms and provides for using the 1936 work sheet number followed by letters of the alphabet and entering such numbers in column (3) of the "Supplementary Listing Sheet, Changed Farms." Such a system of numbering will be continued for such changed farms.

In the fall of 1937 immediately preceding the time of transmitting the "Supplementary Listing Sheet, Combinations" to the State office, assign 1937 work sheet numbers in column (1) to all 1937 farms which are listed on the "Supplementary Listing Sheet, Combinations." Begin with number 1701 for each minor civil division and assign consecutive numbers to the 1937 farms listed on such listing sheet.

While the State office copy of the regular listing sheets is in the county office, the county committee should enter in column 2 the name of the 1937 operator for all farms for which the name of the 1937 operator is known.

V. MAKING CORRECTIONS ON THE LISTING SHEETS

When the number of acres of farm land or cropland appearing on NCR-1 or NCR-11 is found to be in error, corrections may be made on the listing sheets before they are approved in the State office. In such cases the number of acres of farm land and cropland appearing on NCR-1 or NCR-11 should be entered in columns 6 and 7 of the listing sheets in accordance with instructions appearing in NCR-108, and such incorrect entries should be stricken out on the listing sheets and the correct entries inserted immediately above the incorrect entry.

After the listing sheets have been approved by the State committee, no corrections shall be made upon the listing sheets unless instructions are issued from the Washington office.

VI. COUNTY COTTON OR TOBACCO SOIL-DEPLETING LIMIT

The procedure in NCR-108, page 12, next to the last full paragraph on the page, which reads as follows: "Obtain county totals of the columns 19 and 20 of the county summary - - - - -." is hereby amended to read as follows: "Obtain county totals of columns 19 and 20 of the county summary to determine whether the sum of the community committees' recommendations for such special bases is within the county acreage limit. If the total of column 20 of the county summary exceeds the county limit for such special soil-depleting bases, a revision of the community committees' recommendations in column 31 of the listing sheet is necessary. Any necessary revision should be made by the county committee and recorded in column 32 of the listing sheet."

cop-2 UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM—NORTH CENTRAL REGION

INSTRUCTIONS RELATIVE TO FORM ACP-35

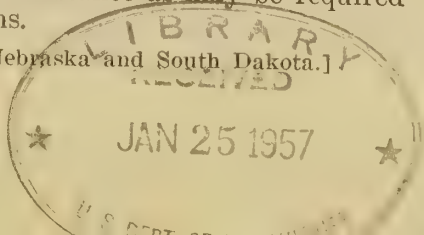
These instructions set forth the procedure to be followed by the county committee in obtaining the information necessary to determine the soil-building practices which may be approved for payment on farms participating in the 1937 Agricultural Conservation Program, where a program is also being carried out in cooperation with the Soil Conservation Service and the Resettlement Administration, as provided in section 16, part IV, of NCR-101, as amended, July 22, 1937.

The procedure set forth herein for ascertaining the soil-building practices which may be approved on Soil Conservation Service and Resettlement farms has been developed in order that conflicts may be avoided between the Soil Conservation Service and Resettlement Administration plan for a farm and the practices on such farm approved for payment under the 1937 Agricultural Conservation Program. With this addition, the procedure set forth in NCR-111, pertaining to the determination of performance in connection with the other provisions of the 1937 Agricultural Conservation Program, is applicable to Soil Conservation Service and Resettlement farms.

Form ACP-35 shall be used to determine the soil-building practices which may be approved for payment on Soil Conservation Service and Resettlement farms if an application for payment is submitted with respect to such farm and if the provisions of the 1937 Agricultural Conservation Program, particularly with respect to the practices in question, are otherwise met. Sufficient copies of Form ACP-35 are to be distributed to each County Agricultural Conservation Association so that the operator of every farm upon which a program is being carried out in cooperation with the Soil Conservation Service or Resettlement Administration may execute such form in triplicate. If the owner, but not the operator, of a Soil Conservation Service or Resettlement farm intends to make an application for payment under the 1937 Agricultural Conservation Program, such owner shall execute ACP-35. Form ACP-35 need be executed (in triplicate) only once for any Soil Conservation Service or Resettlement farm.

The county committee shall obtain, from the representative of the Soil Conservation Service and the Resettlement Administration who is responsible, in the county, for the programs being carried out in cooperation with such organizations, a list of the operators and owners of such farms. Such operators and owners shall be informed that no practice otherwise eligible for payment under the 1937 Agricultural Conservation Program will be approved for payment unless such practice has been recommended by the Soil Conservation Service or the Resettlement Administration, as the case may be, on ACP-35. Such operator or owner should be informed also that the local representative of the Soil Conservation Service or Resettlement Administration is ready to provide such assistance as may be required in preparing and approving such forms.

[NOTE: NCR-108b is applicable only to Nebraska and South Dakota.]



General instructions for the preparation of ACP-35 are printed thereon. Such instructions are supplemented as follows:

With the exception of liming and forestry planting, the acreage or other unit for any soil-building practice listed in NCR-B-101, as amended, with respect to which any State or Federal agency is furnishing any part or all of the labor, seed, or materials should not be entered on ACP-35. For liming and forestry planting, information should be recorded on Form ACP-35 in Column D in such manner as to make it possible to determine the proportional costs borne by the operator or the owner and by the State or Federal agency. However, if any State or Federal agency is furnishing all or any part of the seed for the establishment of pasture on a field, entries relative to such practice should not be made on ACP-35. If the same practice is carried out on another field and the expense is entirely borne by the operator or if another practice such as terracing is carried out on the same field and the expense is entirely borne by the operator, complete information pertaining to such practice on such other field and such terracing should be entered on ACP-35.

1. Enter in column B the number or letter corresponding to that used for that field on the map which is to be filed in the county office.

2. In column C it will be necessary to enter only the estimated extent of the practice (since the actual extent of such practice will, in any event, be determined at the time performance on the farm is checked).

3. Enter in column D the description of soil-building practice carried out on the farm and in connection with liming and forestry planting any facts pertaining to the cost of labor or materials furnished by any State or Federal agency. If, for example:

(a) Twenty tons of limestone were applied on a field and the cost of such limestone was lessened by reason of the fact that part of the labor or materials was furnished by a State or Federal agency, the entry in column D should read "20 tons ground limestone, purchased at _____ for \$_____ per ton, labor used in grinding limestone furnished by _____. Transportation from _____ to farm \$_____ per ton."

(b) Trees are planted and the operator prepares the ground, furnishes the fence materials and cultivates the trees, and the State and Federal agency plants the trees and builds the fence, the entry should read "1937 tree planting, Chinese elm, 2-year seedlings, trees furnished by _____, 750 trees per acre properly spaced. Preparation and cultivation of ground, and fencing materials furnished by operator."

4. After securing the signature of the local representative of the Soil Conservation Service or Resettlement Administration, as the case may be, forward the county committee copy of ACP-35 to the county office of the Agricultural Conservation Association.

The county committee will use ACP-35 in determining which soil-building practices to approve for payment on farms participating in the 1937 Agricultural Conservation Program where a program is also being carried out in cooperation with the Soil Conservation Service or the Resettlement Administration. A member of the county committee may sign for the county committee in the space provided at the bottom of ACP-35, when NCR-114 is prepared in the county office. Instructions for use of ACP-35 in such cases will be contained in NCR-111.

Issued August 24, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

PROCEDURE FOR THE 1937 AGRICULTURAL CONSERVATION PROGRAM
IN THE NORTH CENTRAL REGION

For Use by Committeemen

Procedure for Listing Noncrop Plowable Pasture Land
Data and Adjusting Grazing Capacity of Noncrop Plowable
Pasture Land.

The 1937 Agricultural Conservation Program provides that for each farm containing noncrop plowable pasture land there shall be established a pasture grazing capacity for such pasture land in such farms. It also provides that the county average grazing capacity limit for the noncrop plowable pasture land in each county shall be established by the Agricultural Adjustment Administration and that the grazing capacity for individual farms shall be determined by first establishing the pasture grazing capacity for an average acre of noncrop plowable pasture land in the county.

The recommendations of the farm reporters relative to the grazing capacity of noncrop plowable pasture land will be entered in items 1 and 2, Section IV, of the Farm Report, Form NCR-113, in terms of the total number of animal units such pasture land will carry during a normal grazing season. The acreages of the noncrop plowable pasture land and noncropland used for the production of wild hay will also be entered in items 1 and 2, Section IV, of the Farm Report.

Since the grazing capacity for each individual farm is to be determined by first establishing the pasture grazing capacity for an average acre of noncrop plowable pasture land on such farm, it will be necessary to convert the recommendations of the farm reporters which, except in Nebraska and South Dakota, are expressed in terms of the total number of animal units for all of the pasture land in such farm, to the carrying capacity of an average acre of such pasture land.

Since it is not possible to determine in the Washington office the available columns on the listing sheets, NCR-106, the columns to be used for listing noncrop plowable pasture land data will be assigned letters. If sufficient columns of NCR-106 are not available for the complete listing of such pasture land data and for the computations

necessary in the determination of grazing capacities, such listings and computations shall be made on any other suitable listing sheet. In case listing sheets other than NCR-106 are used, two sets of such listing sheets will be made; one set to be retained in the county office and the other set to be forwarded to the State Office.

I. Preparation of Listing Sheets.

In order that the grazing capacity of the noncrop plowable pasture land will be determined on the basis of an average acre of such pasture land in the county under normal conditions, the county committee shall proceed as follows:

1. Correct the headings of available columns on the listing sheet, NCR-106, as follows:
 - a. Delete the heading of an available column and insert therefor the words "Total Noncrop Plowable Pasture Land (Acres)." Assign the letter "a" to such column.
 - b. Delete the heading of an available column and except in Nebraska and South Dakota insert therefor the words "Total Number of Animal Units." In Nebraska and South Dakota insert the words "Grazing Capacity as Percent of Community." Assign the letter "b" to such column.
 - c. Delete the heading of an available column and insert therefor the words "Number of Acres Per Animal Unit". Assign the letter "c" to such column.
 - d. Delete the heading of an available column and insert therefor the words "County Committee Adjusted Acres Per Animal Unit." Assign the letter "d" to such column.
 - e. Delete the heading of an available column and insert therefor "Extension (a x d)." Assign the letter "e" to such column.
 - f. Delete the heading of an available column and insert therefor the words "Adjusted Acres Per Animal Unit." Assign the letter "f" to such column.
 - g. Delete the heading of an available column and insert therefor the words "Grazing Capacity ($a \div f$)" Assign the letter "g" to such column.

II. Listing Noncrop Plowable Pasture Land Data and Adjusting Grazing Capacity

After the proper headings have been inserted in available columns of the NCR-106, or on a suitable listing sheet in case columns are not available on NCR-106, as outlined in items a to g, inclusive, of step 1, Section I, proceed as follows:

- (1) Enter in column (a) the total number of acres of noncrop plowable pasture land in the farm. The entries in column (a) will include the combined acreages of noncrop plowable pasture land and noncropland used for the production of wild hay. These entries are obtained from items 1 and 2, Section IV, of the Farm Report, NCR-113.
- (2) Enter in column (b), except in Nebraska and South Dakota, the total number of animal units recommended for the non-crop plowable pasture land in the farm, by the farm reporters. The entries in column (b) will include the combined number of animal units recommended for the non-crop plowable pasture land and the noncropland used for the production of wild hay. These entries are obtained from items 1 and 2, Section IV, of the Farm Report, NCR-113.

Enter in column (b), in Nebraska and South Dakota, the average grazing capacity recommended by the farm reporter of the noncrop plowable pasture and of the noncropland used for the production of wild hay expressed as a percentage of the carrying capacity for the community. These entries are obtained from items 1 and 2, Section IV, of NCR-113. If the carrying capacity entries in such items 1 and 2 differ, the weighted average of such carrying capacities shall be entered in column (b). Such weighted average shall be obtained as follows:

- (a) Multiply the first entry in item 1, Section IV, NCR-113, by the second entry in such item;
 - (b) Multiply the first entry in item 2, Section IV, NCR-113 by the second entry;
 - (c) Add the products and divide the sum of the products by the sum of the first entries in such items 1 and 2.
- (3) Divide each entry in column (a), except in Nebraska and South Dakota, by the corresponding entry in column (b) and enter the result rounded to one decimal in column (c). Verify each entry in column (c) and initial at the head of the column. The entries in column (c) represent the average number of acres of noncrop plowable pasture land required for one animal unit during a normal grazing

season on the basis of the recommendations of the farm reporters.

Multiply each entry in column (b), in Nebraska and South Dakota, by the average carrying capacity for the community as determined by the county committee, divide by 100, and enter the result rounded to one decimal in column (c). In Nebraska and South Dakota the average carrying capacity for each community shall be determined by the county committee as follows:

- (a) On a supplemental sheet list in column (1) the name of each community (minor civil division) and in column (2) the minor civil division totals of column (a). In column (3) enter the average number of acres required for one animal unit for all noncrop plowable pasture land in each minor civil division as determined by the average composition, palatability, density of vegetative growth, degree of erosion and topographic features of the noncrop plowable pasture in the farms in such minor civil division.
- (b) Multiply the entries in column (3) by the entries in column (2) and enter the result in column (4). Add the entries in column (4). Divide such sum by the sum of the entries in column (2). Divide the result by the number of acres which represent the county average grazing capacity limit for the noncrop plowable pasture land in the county as established by the Agricultural Adjustment Administration to obtain an adjustment factor.
- (c) Multiply each entry in column (3) by such adjustment factor and enter the result in column (5). The entries in column (5) represent the average carrying capacity for each community.
- (4) Enter in column (d) the county committee's adjusted number of acres per animal unit. The county committee should review the recommendations of the farm reporters entered in column (c) and make any adjustment which it considers necessary to establish equity between farms. If any entries in column (c) are not changed by the county committee, such unchanged entries shall be transferred to column (d).
- (5) Multiply each entry in column (d) by the corresponding entry in column (a) and enter the result rounded to a whole number in column (e).
- (6) Obtain minor civil division totals of the entries in columns (a) and (e) in all States, and (b) in all States except Nebraska and South Dakota. Verify and initial such totals.
- (7) Obtain the county totals of the entries in columns (a) and (e) in all States, and (b) in all States except Nebraska and South Dakota. Verify and enter such totals below the minor civil

division total line in the respective columns on the last sheet of the last minor civil division listed.

- (8) Divide the county total of the entries in column (e) by the county total of the entries in column (a) and enter the result rounded to one decimal below the minor civil division total line in column (d) on the last sheet of the last minor civil division listed. Verify and initial such entry.
- (9) Divide the number of acres which represents the county average grazing capacity limit for the noncrop plowable pasture land in the county as determined by the Agricultural Adjustment Administration by the result of the preceding step to obtain an adjustment factor to be applied to the individual entries in column (d). After verification, enter such adjustment factor at the head of column (f).
- (10) Multiply each entry in column (d) by the adjustment factor at the head of column (f) and enter the result rounded to one decimal in column (f). Verify each entry in column (f) and initial at the head of the column.
- (11) Divide each entry in column (a) by the corresponding entry in column (f) and enter the result rounded to a whole number in ink in column (g). Verify each entry in column (g) and initial at the head of the column. The entries in column (g) represent the total number of animal units in the grazing capacity of noncrop plowable pasture land in each of the individual farms under normal conditions for a normal grazing season.

After the noncrop plowable pasture land data have been listed and the computations and adjustments have been made on the county office copy of NCR-106, the county committee shall transfer the data from columns (a) to (g), inclusive, to respective columns on the State Office copy of NCR-106. Immediately following the transfer of such data, the county committee shall return the State Office copy of NCR-106 to the State Committee for a check of computations and approval of grazing capacities.

In states where it is impractical to make the State Office copy of NCR-106 available for entering the data with respect to noncrop plowable pasture, even though sufficient unused columns are available on such NCR-106, the county committee may be requested to forward such data on suitable supplementary listing sheets.

In case such data are listed on listing sheets other than the regular listing sheets, NCR-106, the county committee shall forward the State Office copy of such listing sheets to the State Committee for a check of the computations and approval of individual grazing capacities.

